

FINAL LEVEL 3 CERTIFICATION REQUIREMENTS (After Completion of All Level 3 Course Requirements)

The level 3 certification requirements have been designed so that level 2 assessing officers wishing to attain level 3 certification must first satisfy a set of level 3 course requirements. (A list of the level 3 course requirements can be viewed by clicking [here](#). An assessing officer's progress toward completing these course requirements can be checked by clicking [here](#).) In addition to fulfilling the level 3 course requirements, a level 3 candidate must also meet the requirements discussed below:

1. Submit a completed level 3 experience qualifications application with supporting documentation. For level 3 certification, it is a requirement that an assessing officer have at least two years of experience in assessment administration, including property appraisal and valuation experience. A level 3 candidate's experience qualifications must be formally approved by the State Assessors Board. Click [here](#) for a blank level 3 experience qualifications application.
2. Submit a completed Form 44, *Application for Assessor Certification*, with a non-refundable \$50.00 application fee. Click [here](#) for a blank Form 44, *Application for Assessor Certification*.
3. Submit for grading a commercial or industrial appraisal record card for a property which the level 3 applicant has appraised. Click [here](#) for a blank Form 640, *Commercial/Industrial Appraisal Record Card*. Click [here](#) for a blank Form 621, *STC Calculator Cost Computation Sheet (S.F. Costs)*. Click [here](#) for a commercial/industrial depreciation table. Requirements for the appraisal are as follows:
 - The applicant must appraise a property that contains a building that is a minimum of five years old so that the proper handling of depreciation can be demonstrated. If a commercial appraisal is submitted, the property appraised shall have a minimum of 5,000 square feet of floor area or a minimum true cash value of \$50,000. If the appraisal record card submitted is for an industrial property, the property shall have a minimum true cash value of \$100,000.
 - The applicant must prepare the appraisal according to instructions found in the *Assessor's Manual* published by the Michigan State Tax Commission.
 - The applicant must use the depreciation table mentioned above to calculate depreciation for the appraisal.
 - The applicant must perform all the field work and complete the appraisal record card. The interior and the exterior of the building(s) must be inspected and the first and last name of the person interviewed regarding the property must be noted on the appraisal record card. The assessment of the property must be based on the appraisal's true cash value and set at the legal assessment ratio.
 - The applicant must submit to the State Assessors Board a signed statement declaring that the applicant personally inspected the property and personally completed the appraisal record card.

The three requirements for level 3 certification listed above are intended to be satisfied after completion of all level 3 course requirements. Experience qualifications application forms and demonstration appraisal record cards will not be processed until a level 3 candidate has satisfied all level 3 course requirements. Documents relating to the above level 3 certification requirements can be mailed to the State Assessors Board at the following address:

PO Box 30471
Lansing, Michigan 48909-7971

Questions regarding level 3 certification matters can be posed to the State Assessors Board at 517-373-8320.